



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 21 March 2004

REPLY TO
ATTENTION OF:

ATZK-AGE (614)

21 March 2002

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 3-02 - Drill Sergeant Candidate Management Procedures

1. References.

a. AR 614-200, Enlisted Assignment and Utilization Management, 12 July 2001 Paragraph 8-15; and MILPER message 98-102, HQ DA, TAPC-EPC-O, 271400Z March 1998, Subject: Drill Sergeant Background Screening.

b. AR 600-9, The Army Weight Control Program, 10 June 1987.

c. AR 601-280, Army Retention Program, 31 March 1999.

2. The purpose of this memo is to provide the following policies for drill sergeant candidates:

a. Adjutant General Strength Management Division.

(1) Drill Sergeant Candidates will be scheduled for attendance to Drill Sergeant School by Drill Sergeant Branch, Personnel Command, in coordination with the installation Drill Sergeant Manager.

(2) Notify unit of soldier, class date, and school location approximately 90 days before school start date.

(3) Reassign soldier to a unit to serve as a drill sergeant candidate not earlier than 45 days before school start date.

(4) Issue DD Form 1610 (travel orders) 10 days before school start date.

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(5) Issue Special Duty Assignment Pay orders when candidate graduates from Drill Sergeant School and is assigned to Fort Knox.

b. Unit Commander.

(1) Verify soldier meets prerequisites for Drill Sergeant School per AR 614-200 and MILPER Message 98-102.

(2) Verify soldier meets the height/weight requirements per AR 600-9.

(3) Ensure soldier reenlists/extends to complete a 2-year tour per AR 601-280.

(4) Reply by memorandum to this command, ATTN: ATZK-AGE, 20 days before school start date, that soldier is fully qualified for school attendance with height/weight statement attached.

3. No later than 5 working days after completion of Drill Sergeant School, the soldier's PAC will forward to the Drill Sergeant Manager, building 5101, room 215, a copy of DA Form 1059 (Academic Evaluation Report) and a copy of the Primary Military Occupational Specialty (PMOS) order for implementation of Special Duty Assignment Pay.

4. Upon completion of Drill Sergeant School, soldier will be placed in an authorized drill sergeant position on the AAA-161, Unit Manning Report.

FOR THE COMMANDER:



ROBERT T. GAHAGAN
COL, GS
Chief of Staff

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CF:

Deputy Commanding General
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